



ANNOUNCEMENT FOR PROMOTIONAL TESTING Senior Accounting Officer (Supervisor)

Final Filing Date: **June 20, 2012**
Bulletin Release Date: **May 30, 2012**

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California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: This is a promotional examination for the California Department of Public Health. Competition is limited to employees who meet the minimum qualifications and have a permanent civil service appointment with the California Department of Public Health. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at <http://www.spb.ca.gov/jobs/stateapp.htm>. Applications may be filed in person or by mail with:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (916) 552-9212
Selection and Certification Unit
In Person: 1501 Capitol Avenue, Suite 1501
By Mail: MS 1700-1702
P.O. BOX 997378
Sacramento, CA 95899-7378

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **June 20, 2012**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing deadline will not be accepted.

CROSS FILING INFORMATION: If you meet the entrance requirements for this classification and for Senior Accounting Officer (Specialist) scheduled at the same time, you may file for both examinations on a single application. You must indicate the class title(s) corresponding to each examination for which you are applying on the application Form STD. 678.

ORAL INTERVIEW DATE: It is anticipated that oral interviews will be scheduled during July 2012, and in such locations throughout the state as the number of candidates and conditions warrant.

SALARY RANGES: \$4622 - \$5576 per month

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: Senior Accounting Officers (Supervisor), under general direction, are responsible for the coordination and supervision of subordinate professional, technical and clerical accounting staff in the maintenance and reporting of accounting and/or fiscal activities, and either: 1. Functions as the Chief Accounting Officer in a small accounting office with responsibility for the entire fiscal or accounting function; or 2. Functions as a sectional supervisor in an operational and/or financial setting.

Senior Accounting Officers (Supervisor) are expected to possess a broad knowledge of the State's accounting system and professional accounting and thus receive limited technical direction from their manager. They may have considerable contact with field units, electronic data processing, budget section, auditors, program managers, control agencies, vendors, "clients" of specialized programs administered by the department, local and/or Federal Government.

Positions exist in Sacramento

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by **June 20, 2012**, the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).
Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.

Either I

One year of experience in the California state service performing the duties of a professional accounting class equivalent in level to Accounting Officer (Supervisor) or Accounting Officer (Specialist).

Or II

Experience: Three years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of small or medium-sized accounting system. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of Accounting Officer (Supervisor).

And Education:

Either I

Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Or II

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law.

Or III

Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law. (Persons who will complete work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

EXAMINATION INFORMATION: The examination will consist of a Qualification Appraisal Panel interview that is weighted 100%. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process.

The California Department of Public Health reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

INTERVIEW SCOPE: Emphasis in evaluating depth and breadth of experience and relative abilities will be placed on measuring, relative to job demands, each competitor's:

Knowledge of:

1. Accounting principles and procedures to effectively perform complex accounting functions.
2. Governmental accounting and budgeting to effectively apply accounting principles and procedures to a governmental entity.
3. The uniform accounting system, financial organization and procedures of the State of California, and related laws, rules, and regulations to conform to statewide accounting practices and procedures.
4. Business management principles, including office methods and procedures.
5. Business law to effectively interpret and apply contract terms and conditions.

6. Principles and techniques of personnel management and supervision.
7. Planning, organizing, and directing the work of others.
8. The department's Equal Employment Opportunity (EEO) objectives.
9. A manager's role in EEO objectives.
10. The processes available to meet EEO objectives.

Ability to:

1. Apply accounting principles, procedures, and office methods to effectively and accurately perform accounting functions.
2. Analyze data and draw sound conclusions to accurately process, provide, and implement accounting information.
3. Analyze situations accurately and adopt an effective course of action to ensure problems are resolved timely and appropriately.
4. Prepare clear, complete, and concise reports with the use of various accounting tools (e.g., CALSTARS, software, microfiche, ten-key calculator, etc.)
5. Make sound decisions and recommendations in regard to professional accounting problems in maintaining control of a departmental budget.
6. Establish and maintain cooperative relations with those contacted in the course of work in order to secure and maintain the respect and cooperation of others.
7. Plan, organize, and direct the work of others.
8. Effectively contribute to the department's EEO objectives.
9. Ability to qualify for a fidelity bond.

Skill To:

1. Communicate verbally, in person or by telephone, clearly and concisely with a variety of audiences on a variety of matters.
2. Express facts and ideas in written form in a succinct and organized manner.
3. Operate a personal computer and appropriate software programs (Excel, Word, etc.).

ELIGIBLE LIST INFORMATION: In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Names of successful competitors are placed on the list in order of the final scores. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

NOTE: Transfer of list eligibility is not permitted from a list established by an E&E examination to a list established by any other type of examination.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: Veterans preference credits are not granted in promotional examinations.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379